



Sample Invitation Language

Dear [INSERT NAME]:

[INSERT PERSONALIZED OPENING]

This year, I am hosting a table for Grand Rapids Civic Theatre's **Bright Lights on Civic** luncheon on March 9, 2022. Civic Theatre and the mission they serve is very important to me and to our community. If you're available on this date, I would love to have you join me as a guest at my table!

There will be live entertainment, as well as a few stories from members of our community whose lives have been impacted by Civic Theatre. I'd love to have you join me **March 9, 12-1pm at Watermark Country Club**.

There is no cost to attend the event, but there will be an opportunity to support Civic Theatre's impactful work in our community if you are inspired to do so. Please let me know if you can make it **by [INSERT RSVP DATE – ONE WEEK FROM DATE OF SENDING EMAIL.]**. I'd love to have you at my table!

+ Attach digital invitation!

→ **If they RSVP Yes:**

Hi [INSERT NAME],

Wonderful, glad you can join me for this special event! I'll be in touch before the event with reminders about time & parking. In the meantime, could you please send me your contact information (email, phone and mailing address) and any dietary restrictions? Vegetarian and gluten free lunch options are available.

Thank you!

→ **If they RSVP No:**

Hi [INSERT NAME],

Thanks for letting me know you are unable to attend this year's Bright Lights. I hope you can join me at a future Civic Theatre event to experience first-hand the impact of live theatre in our community. I'll let you know of any upcoming events!

Thank you,
[NAME]

P.S. Thank you for your support of Civic Theatre's mission! If you would still like to donate, we accept online donations at www.grct.org/donate